

## Vendor Registration Checklist

To register as a vendor in the State of Missouri's new eProcurement system, vendors will access the new system through the MissouriBUYS website (<https://MissouriBUYS.mo.gov>). When the vendor registration portal is activated on August 31, 2015, 'Register' buttons will be located on the main page of the website and on the vendor information page. When a vendor clicks on either 'Register' button, they will enter the 'WebProcure' system. The state's new eProcurement system is powered by WebProcure, a safe and secure application through the State of Missouri's partner, Perfect Commerce.

Registering as a vendor in the new secure system is a multi-step process. It would be helpful to have the following information on hand before initiating your registration in MissouriBUYS:

- Legal Name of Organization/Company
- Organization/Company Information including the organization's main point of contact information
- Company's Taxpayer ID Number (TIN)
- Business Type (Corporation, LLC, Sole Proprietorship, etc.)
- Email Address
- ACH-EFT Payment Information
- Internal Revenue Service (IRS) W-9 Form (Request for Taxpayer Identification Number (TIN) and Certification)
  - A signed IRS W-9 Form (<http://www.irs.gov/pub/irs-pdf/fw9.pdf>)
  - An IRS Form W-9 is required in order to submit ACH-EFT information
- Missouri Counties/Regions Served
- Diversity/Disadvantaged Business Classifications
- Emergency Contact Information (if registering as an Emergency Purchase Vendor)
- Applicable Commodity/Service Code(s)
  - A search box will be provided when registering to help you determine which UNSPSC commodity/service code(s) apply to your organization's business
  - Vendors will be required to select at least one commodity/service code when registering
  - Automated email notifications that will be sent to vendors on bid opportunities are based on the commodity/service code(s) chosen by the vendor

Once the required information is entered and submitted into the WebProcure system, your company will be registered as a vendor for the State of Missouri. You will receive an email from WebProcure, on behalf of the state's partner Perfect Commerce, confirming your registration as a vendor in the MissouriBUYS Statewide eProcurement system.